

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Tim Carpenter, Vice Chair
David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, February 27, 2014

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 23, 2014.

Comments from the Public

1. Review Minutes of:
 - a. Housing Authority (December 16, 2014).

Department of Administration/Technology Services

2. 2013 to 2014 Carryover Funds.
3. Discussion re: Fiber Project – NWTC opportunity and Green Bay Area Public School District opportunity – Network Support Manager Kevin Raye.
4. GFOA Award of Financial Reporting Achievement for 2012 CAFR.
5. 2014 Budget Adjustment Log.
6. Director's Report.

Presentation

7. Health Insurance Presentation – Cindy Van Asten, M3 Benefits Consultant.

Human Resources

8. 2013 to 2014 Carryover Funds.
9. Activity Report for January, 2014.
10. Director's Report.

Corporation Counsel

11. Monthly Report for January, 2014.

Child Support

- 12. 2013 to 2014 Carryover Funds.
- 13. Agency Director Summary for February, 2014.

Treasurer

- 14. Resolution Designating Interim Treasurer for Brown County.
- 15. Resolution re: A Special Election for County Treasurer.

County Clerk – No agenda items.

Other

- 16. Audit of bills.
- 17. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, January 23, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Jamir, Supervisor De Wane, Supervisor Steffen
Excused: Supervisor Carpenter
Also Present: Brent Miller, Maria Lasecki, Mary Reinhard, Chuck Mahlik, Sandy Juno;
Supervisor Moynihan and other interested parties.

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:03 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of October 24, 2013.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

1. Review Minutes of:

- a. **Housing Authority (October 30, 2013 and November 20, 2013).**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. **Communication from Supervisor Fewell re: To create a standardized way to evaluate employees for pay per performance and that this be outlined under Chapter 4 of the Brown County Code. This plan should be measurable and promote an equal and fair way to evaluate employees. *Referred from November County Board.***

Human Resource Manager Lynn Vanden Langenberg informed that she didn't have anything to present tonight, however she had looked at other counties. Before this started they gave some defined guidelines to departments. For example they had to have a positive budget balance. Their evaluations had to be on and couldn't be across the board. Vanden Langenberg informed that she could document this info and provide a recommendation.

Fewell stated he was looking for standardized software to create a numeric number in regard to pay for performance, not just a subjective value but a very objective thing where they came up with a scale which would translate or determine what kind of increase it would be. What he would hate to see was each department set up their own way to evaluate, there had to be a standard way to do it.

Knowing Child Support Director Lasecki was on the Managers Committee; Jamir asked her what methodology or process they used to come up with their pay for performance.

Lasecki stated that she heard very clearly and agreed with what Fewell stated at the January County Board meeting. What she felt was important was that they made the performance evaluation relevant every day. A way to be able to use that tool to attempt to accomplish what Fewell was speaking about was to include the performance measures that they were using to determine the bonus in the performance evaluation template.

Jamir questioned if their template could translate to another department. Lasecki stated it could. It was set up and they vetted it through the Human Resources process. She sent it forward to the analysis and her department used it this year so it wasn't new to the employees for next year when they looked at bonuses. It gave her an opportunity to explain how she would be looking at their performance, not just annually but quarterly to give them updates so that there were no surprises when it was time to pass out the bonus. What it did was evaluate their four measures, meet or improve within their measures, because that dictated their funding. There was also a criterion that was very important that they wanted to work on as initiatives within the department. This included teamwork, punctuality and attitude. They included that right in the front of the template of the evaluation. It stated P for P template and explained what they were looking for as far as attributes, characteristics, behaviors, etc. It didn't just allow for dialog within that box, they rated them on highly effective, effective proficient, not proficient. Jamir questioned if it was a numerical value, Lasecki stated yes, 1-5. He questioned how they took the numerical value and apply that to a range for pay for performance. Lasecki responded that what they established was that anyone who met proficient or those two other categories above proficient would receive the merit base bonus. If you were at proficient however in those quarterly conversations they were talking about the necessity of improving that. It was not just a matter of getting a bonus or not, it was a matter of how can you improve because the whole endeavor in the initiative within Child Support was continuous improvement, and that was the focus. The dialog had been very affective and it substantiated what the department was valuing. She wanted to use the bonus pay to be able to reward, however, if you were following below that, she wanted it pointed out that the bonus was not necessarily the disciplinary action. In other words the discipline wasn't "you get the bonus" or "you don't get the bonus". There was that component as well, but there would be a performance improvement plan where there would be a performance report first and then dialog, coaching and mentoring and then progressive discipline and the opportunity to actually enter into a formal performance improvement plan. That was all separate from the bonus plan. It was very well received. People understood what the expectations were.

Fewell was concerned that employees would be evaluated on financials. The problem was that there were departments that didn't create any revenue. He would also hate to see projected revenues not being met. That had nothing to influence their department. When they had money short because of thinking they were getting different reimbursement, that shouldn't negatively always impact their department. These would be an individual thing for each employee on whether or not they were meeting standards. They needed to come up with some type of numeric value and he would like to see it standardized. Examples such as professional things would include attendance, dress code, prepared for work, etc. Some was driven by the fact that the market was the market and that was how the market flew.

Lasecki informed that she had found a very good template out online currently being used by MIT, so rather than reinventing the wheel she curtailed it to what they did. Lasecki informed that she had worked in several departments in the county including an enterprise and a fully funded organization, and this could be used to allocate exactly what he was talking about. After Fewell's

comments at the County Board meeting she went back and changed their performance plan, stating there needed to be exceptions. You can't just say that this department met 80% of current support collections and the current support collections for arrears and maternity establishment because what happened to them, it granted, and only impacted them by .33 of 1% but the state changed their denominator for their paternity establishment. Where they always exceeded it by 107%, they still exceeded the 80%, but to say that they improved in that measurement, they didn't, simply because of a state change that they had no control over and was told about after the fact. There were things that were uncontrollable that staff should not be held accountable to nor should dictate their performance. She changed the means of determination because there had to be exceptions allowed ensuring those things that fluctuate varied from department to department, or within the department that were taken into consideration and staff was not penalized.

Jamir questioned if the HR Manager had seen anything from her research on what other counties had done. Vanden Langenberg stated that yes, if people wanted their performance evaluation form, it was in Excel, they could put a numeric value in there. The reason they didn't put it in there initially was because they didn't want people to just grab a number and rate it. They wanted them to be able to describe why they were rating someone in a certain way because evaluations were new and employees and managers didn't really sit down and talk about performance. It basically forced that dialog. They can't put "you did a good job" or give a "3" or "4" they had to write what that person did, explain why they thought they were doing a good job. That could be changed but most of the departments were developing criteria that was a little more specific than the evaluation form. Public Safety Communications kept a lot of statistics that were standard within that industry so they had that built in, how they were performing and they were building in if they could do multiple jobs. Each department had their own efforts that they were trying to improve on in the department. Everyone will have some format that they would have to put it in. It was going to have to be compared with each other within each department.

Fewell didn't know where to go but reiterated that he didn't want it to be some type of subjective evaluation but objective based evaluation system. To him that is what they needed to move to so people knew where they stood and supervisors knew where they stood as far as evaluating their employees. It didn't sound objective if they couldn't somehow quantify.

Steffen felt the intent of having a quality evaluation for employees was very important. They should give department heads and administration latitude on this at this point because it was new. They were exploring what the process was and what worked for them. Maybe it was not the time for this committee to stick their fingers in to how they were doing this process as they were working their way. He didn't know how you would get away from having some subjective, how do you evaluate attitude, teamwork, etc. Steffen believed there was not a computer program where you could dump data and accurately project what that was, so supervisors and director would always have a say. With the newness of all of this, he felt it would be appropriate and fair to give departments and supervisors a bit of opportunity to explore it. It was an exciting time for them to be able to evaluate employees and compensate or not compensate them based on some of those. He would hate to take away some of this from a mental perspective, a very positive thing in their leadership roles to develop and cater in a way that made sense for their employees. Even if there was software that existed, he'd be concerned it wouldn't allow for the flexibility to allow them to actually apply some of their experience and thoughts into that evaluation.

Fewell responded that he won't disagree with some of that but stated that his concern was that when Act 10 passed, they needed to set the parameters now and they needed to be flexible on how those parameters were set, but they needed to set those parameters based on the idea that

they come up with some type of quantified ways to evaluate every employee. Do they need to change that, modify it, do they need to be flexible with it, of course but he felt starting with not having a quantified way of doing it, and work to a quantified way, they could be talking about this four to five years down the road. He was saying that they needed to start with some type of quantified way to do it, they could modify as they went but there needed to be a way in which employees could say this is where you are at and it's quantified. Fewell reiterated that they needed to set parameters and not leave it too open for management at this point. Do they want to change it or leave some flexibility, he felt they should, but he felt they should set a parameter and he didn't know how to do that. Vanden Langenberg interjected that the County Executive had been sending correspondences out to the department heads and they were required to submit what their criteria and pay for performance plan would be. Now there will be some departments that were a little bit farther ahead than the others, but unless they had that plan established and in place far enough in advance that they can communicate it to the employees, it was going to be difficult to implement. They had been told since last August, 2013 to start working on it. It was past due but some departments were having a bit of a struggle than others but they do have a fair amount of plans that were already on file specific to the department that they will be rating and they were rating different criteria depending on the needs of the department. Fewell agreed with that but in some ways he was trying to help HR and management. He felt there was a point where they will all say, you have been doing this for three to four years and they just decided to treat employees differently, why didn't they do this two years ago. He reiterated that they needed to come up with a quantified way in which they evaluate, they could be flexible but he would like to see them move forward and every department go through it. He didn't care if it was a perfect document but they needed to get something that they could say at the end of the year that they evaluated their employees.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir that by the end of March, 2014 that a copy of each departments employee evaluation program is provided to the Administration Committee. Vote taken. Nay: Fewell. MOTION CARRIED.

County Clerk

3. **Budget Status Financial Reports for August, September, October & November, 2013.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

4. **Budget Status Financial Report for September, October & November, 2013.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Treasurer's Financial Reports for August, September, October and November, 2013.**

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Treasurer Kerry Blaney's Resignation. *Referred from January County Board.***

Brown County Board Chairman Moynihan submitted a communication at the January County Board with regard to Treasurer Blaney's resignation which stated:

"Upon the resignation of Brown County Treasurer Kerry Blaney, effective, Friday, March 14, 2014,

the Brown County Board of Supervisors hereby designates Deputy Treasurer Mary Reinhard as interim Treasurer of Brown County until the election and oath of office is administered to a new, duly elected Treasurer, fulfilling the remainder of the Treasurer's term, concluding December 31, 2016.

Further, the Brown County Board of Supervisors, by resolution, hereby directs the Brown County Clerk to make all necessary arrangements, in accordance with Wisconsin State Statutes, for the election of said new Treasurer to be held on November 4, 2014 (Primary date of August 12, 2014, if necessary)."

Moynihan stated that upon hearing of Treasurer Blaney's pending resignation he felt incumbent to put something together; this was his ideal on how to handle it. It was pretty self-explanatory but he felt there were a couple options. Ms. Reinhard could be appointed by the County Board for the remainder of the term. He took this tack by the basis that it was nearly three full years of elective office. If Blaney would have done this a year from now it would be far more palatable as far as interim status for the remainder of the term but he felt as noted the County Board could designate the Deputy Treasurer as the Internal Treasurer until election and Oath of Office taken by a newly elected Treasurer. That term ended December 31, 2016, which was still more than two years if the County Board took the elective approach. Moynihan was just looking for support of that direction. He felt that it was incumbent of him to bring this forward just from the elective side of things but more time the County Clerk had to react to it as well, granted they had state and federal elections in November but this would be an added piece to the election season.

Fewell questioned the statute on this, County Clerk Sandy Juno responded that under State Statute 17.21 Sub 3 for the County Clerk, Treasurer and Surveyor, that allowed the County Board to either choose to make an appointment for the fulfillment of the term or have a special election to elect someone to complete the term. The only concern she had was since they moved up their primaries to August they were in a very early fall schedule which meant towards the end of March she would already be submitting stuff for the fall election, announcing fall election, which would need to be published in April. Nomination papers began on April 15th and due on June 2nd. If the County Board chose to go the elected route with the special election, financially it would be best to make a decision now so they could incorporate it with all of the elections taking place this fall and meet their deadlines. Moynihan added that it would be brought forward from this committee and/or the Executive Committee and the County Board would have voice in February. That way the Clerk could do the work she needed to do. Moynihan stated that another reason for bringing this forward in an elective fashion, he didn't want to get into the standpoint that they had 10-candidates that wanted to be appointed and they would be without a Treasurer and the deputy Treasurer as an interim status while they put together a committee to interview every candidate. He felt this was cleaner and whoever wanted to be the county Treasurer could work for that position just like they would have to if they wanted to run for election after being appointed if that was the situation.

Fewell questioned how they knew if they moved to name the interim director that they would be around. Moynihan responded that the interim director would then have a Deputy Treasurer. Fewell questioned if he had discussed this with the current Deputy Director. Moynihan responded that the deputy director was the deputy regardless. Deputy Treasurer Mary Reinhard responded that she was willing to serve the capacity. Moynihan added that they could double check with Corporation Counsel but he believed he was on solid footing by stating that there was an opportunity perhaps that they would name the interim director, the interim director would name a Deputy Treasurer until the election and that Oath of Office was taken. He added that there was some discussion after he submitted this, some people felt while the newly elected Treasurer wouldn't start until January, that wasn't the case. Not long after November election that

individual would take oath. He believed there was a stipulation. Juno believed that it was within 22 days of the election they should be given their Oath of Office.

If they appointed the Deputy Director as interim Treasurer, Fewell questioned if there was the possibility of an interim deputy director at that point? Moynihan stated that he would have to verify that with Corporation Counsel. Fewell questioned if that position served at the will of the Treasurer, Moynihan responded, yes. Reinhard interjected that she was an "at will" employee and she could be fired tomorrow. If a new Treasurer got elected and wanted to bring in someone, Reinhard could be gone. Fewell stated they were not binding anyone anywhere. In his opinion Chairman Moynihan showed some good wisdom on this because he felt the public had the right to elect their leadership and if it fell on an election cycle in which they could get it on the ballot it would save time and cost. His feeling was that the wise thing to do was allow the people to elect their Treasurer. Steffen stated that he totally agreed and stated they should move forward with it and suggested contacting local media to make it aware that this position was going to be available.

Juno suggested that when they created the resolution, they should make it effective for March 15th because they want to make it effective after the current Treasurer had completed his term.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to proceed with Supervisor Moynihan's recommendation to proceed by resolution hereby designate Deputy Treasurer Mary Reinhard as Interim Treasurer of Brown County effective March 15th, 2014 until the election and Oath of Office is administered to a new, duly elected Treasurer, fulfilling the remainder of the Treasurer's term, concluding December 31, 2016. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

7. **Monthly Report for October, November & December, 2013.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

8. **Budget Status Financial Report for November, 2013.**

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Activity Report for November & December, 2013.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Director's Report.**

Vanden Langenberg welcomed questions, however there were none.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support**11. Budget Status Financial Report for November, 2013.**

Administration Director Brent Miller stated that with regard to the Child Support budget Child Support Director Maria Lasecki had talked to the committee about this every month going back to July when they passed the biannual budget for 2014-2015 for the State of Wisconsin. Every month that she had spoken to the committee she informed that they hadn't gotten numbers from the state yet. Miller informed that they had every correspondence from the state, with his knowledge, the Finance Director's and the County Executive's knowledge, indicating that the numbers they had were correct. There was even an email from the state stating that they had never seen the numbers come out as late as they did. The budget was approved to go into effect on July 1, 2013 for the state. Child Support didn't get the actual numbers until January 5th of 2014 even though the State Legislature and the Joint Finance Committee made a big motion to go forward with the numbers for Child Support back to the 2009 level. Even the state mandates for Child Support from the Department of Children and Families stated that the department shall make a good faith effort to notify agencies of the estimated allocation for each county in time for agencies to plan for their budget of the following year. They had always had their numbers. Since Miller had been doing this in county government going back to 1998 right after the state budget was approved.

When they got the final numbers, January 5, 2014, the numbers were different because they had included for the first time, that he had noticed, and the first time Maria had seen it, the numbers they included the different shares (state, county and federal shares of the child support) and they had included it all into one, they included the match, not federal, which was matched again in the budget calculations so it was double dipping.

So they willingly put in the numbers and reduced her levy based on the preliminary numbers that they had after numerous attempts to get the correct numbers from the state and did not get them. The preliminary numbers showed the same thing, it was about \$250,000 short that they would have kept in from the levy that they did not include. They did have money through carryovers, etc. that will be returned back in to cover it. Miller stated that Lasecki had been physically sick over this. The state said it was not her fault. The blame fell on the state for not giving numbers and only providing preliminary numbers. Miller and Lasecki informed the committee that this was short, there was money to cover it, there were discussions between, him, the Executive, the Finance Director and Ms. Lasecki to say they will either take money that was returned back to the levy at the end of this year or they will wait until the end of the year or take it out of the general fund.

Jamir understood that they had the money to get them to do what they needed to do but questioned how they prevent this from happening in the future. Miller responded that when they put the budget out, it was for a two year budget, so for next year, they already had the numbers for 2015 budget. When it comes out the next time the only thing they could do was until they actually had the actual numbers instead of preliminary numbers provided by the state. But again, how were they supposed to do that when they had a budget and statutes require the county to have their budget done and approved in November. The fact that they received their numbers January 5, 2014, it put them in a conundrum.

Lasecki informed that this had been eight months of very challenging times. She wanted to put the most responsible budget together that she could, not overtax the taxpayers. Her levy target was \$351,000 and she was 99% convinced without seeing the actual numbers she had a great budget for them. She was able to not use \$351,000, they essentially put the budget together on \$114,000 and that made sense. She was effective through WCSEA as well as through endeavors

with Office of Child Support Enforcement (OCSE), big entities; they brought in a \$302,000 grant. She was part of the three to five people going weekly down to the state to restore the funding that brought in an additional \$263,000. Bringing in that amount of money made her feel comfortable, as it did Administration, that they were going to be able to affectively go off the levy to the extent that they did, it made sense. The problem was, when Brent talked about the state giving them the numbers, they remained silent. Wisconsin Child Support Enforcement Association (WCSEA) provided information with regard to what the preliminary GPA numbers were. That was one variable that was in place. They had restoration of funding back to years previous from many years ago back to 2009 and previous. The other thing that came into play late in the game was the fact that through the Bureau of Child Support, they decided to change the methodology with regard to the way the money was allocated. The GPR that they had, the money that the state had to be able to allocated to incentivize performance, they decided to change at the last minute.

Had she heard that she was not going to get numbers until late 2013 or 2014, she needed to assure the committee that she would have only come before them with the same budget as she did last year but ask them if they could revisit this once she knew exactly how much money she was getting. That would have made sense. But that was never said. What was said to her was the numbers were coming. She asked in July, August, September, etc. She had an obligation to do due-diligence to make sure that she was putting together a budget that was responsible. Short of a crystal ball, in hindsight, she didn't know if she could have done it any different. She was under the understanding the Table of Organization should have been changed with the budget process, she tried to be respectful of that, and they did it. She thought they would have had the information with enough time to do that, with 100% surety. She doesn't operate like this but her hands were completely tied. She knew she sat in the Director chair and she was responsible but she had nothing, she went to any possible entity she possibly could to try ensure they were interpreting the information correctly.

Miller reiterated that Lasecki did not do this willy-nilly, the Executive, himself, the Budget Coordinator, the Finance Director, they all made their best guess based on the preliminary numbers they had from the state. When they got the preliminary number November 14, 2013, their own guidelines directed that they were supposed to have it out in time, it was a travesty that the State of Wisconsin, who had to have their budget approved starting July 1st and they don't get their numbers until seven months later on this. They know they have money to cover this; he was personally not worried about it. Lasecki added that they did help other departments, she was proud to say, she was happy that the levy that they didn't use was able to be given to areas that did need it. She ultimately needed it and she was still coming in under the original levy target but unfortunately other departments were utilizing the levy that she was going to utilize.

Steffen felt to be more on the proactive side, for the future, they should explore how other counties handle this. Miller interjected that in an email they received it stated it affected every county in the state. Steffen stated if 72 counties were working off of incomplete, incorrect data at the passage of their bills, they were all dealing with some level of this one way or the other. He was hopeful that even though perhaps procedurally they couldn't address this within this county they were able to address it through the Wisconsin Counties Association, or through a resolution, or with the Executive hiring a deputy person who could deal with some government affairs work to work on those sort of things in Madison. He understood that they were set for the next year and a half but this gave them time to work with the state. This wasn't acceptable but what can they do to formulize that it doesn't happen again. He was hoping to take those steps and not just say well, the state is the state and we can't do anything about it because they would be as much to blame for it to happen again. Miller stated that they had this conversation earlier, about notifying the head of the DCF, this was totally unacceptable and they put them in a bad conundrum. By your own directives, you were supposed to have the numbers out significantly

earlier and they put preliminary numbers that were different than the actual three times. Responding to Moynihan, Lasecki stated she was not sure she had that answer on why the state drug their feet with the numbers. By mere speculation, Lasecki stated that the bureau did not step forward and request the funding, it was the County Association and individuals and directors who made it their mission to ensure that the program and the funding was reinstated. She didn't know if it had anything to do with this and was just throwing it out there. In her mind she had to try and find a reason. In her former role, she bought lower and sold higher when she had these circumstances. She didn't have control over this so it was unfamiliar territory but it didn't make sense that the agency that she was administering a program on their behalf wasn't stepping up. She asked that question, someone had to feel the turmoil she was feeling because she wanted to do the most with her program. They had talked about restoration of positions that had been eliminated through attrition. The Child Support Agency had lost over a period of 7-10 years over 9-people, 30% of the staff. They needed what this restoration of funding to do something with it and she was very fearful that she was the one fighting for the money and she was going to leave the money on the table and that's what many counties did. They didn't do anything with the money because they didn't know how much money they were going to have. She now understood that but was optimistic that the info that was given to them by WCSEA given that it made sense, they had brought in \$596,000 of money and it would make sense that they would be off the levy \$250,000 and Administration agreed. She looked for every possible answer. She had a quote from mid-November stating: *"I am very well aware of the position you are in in not having any numbers as well as the position it puts many other county Child Support Directors and Administrators in, however I respect the exchange that took place between the state and the counties and feel it's absolutely essential in getting Wisconsin's program in the best possible position"*. The final numbers came out January 5, 2014. Lasecki had email after email stating the numbers were coming and that started in July.

Fewell stated it was something that happened. Jamir didn't want to have the mindset that it was just the state. Fewell responded that he agreed, they had to be proactive and tell the state not to do this. They had to plan accordingly for their budgets. The state had the responsibility to get information to them so that they could adequately prepare a budget. Miller stated that he was going to draft a letter and would like to have the County Board Chairman and the Executive sign off on the letter and send it to the head of DCF with a carbon copy to the DOA for the State of Wisconsin because this was not right that the state can just do this at their whim slow things down and not even follow their own guidelines.

**Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

12. Agency Director Summary for January, 2014.

Lasecki introduced the new Child Support Supervisors, Amy Vannieuwenhoven who was promoted within and Christina Connell who joined the agency.

**Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Department of Administration/Technology Services

13. Administration Budget Status Financial Report for November, 2013.

**Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

14. **Technology Services Budget Status Financial Report for November, 2013.**

Miller informed that the fiber optics should be finished next week Friday, January 31, 2014.

**Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

15. **2013 Budget Adjustment Log.**

**Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

16. **2014 Budget Adjustment Log.**

**Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

17. **Director of Administration's Report.**

Miller provided handouts (attached) re: Fund Balance Policy Section for the Brown County Code of Ordinances. Currently their fund balance, they were at about 9% above what they should have, what the maximum amount of fund balance was. They just lowered it a couple years ago. The handouts showed five counties in the State of Wisconsin that were AAA bond rated, which was the highest rating you could get. One of the things that had a huge impact on a bond rating was their 'on the side' fund balance. He was not recommending that they make a change; he was giving the committee info so they could start thinking about this because he truly believed their fund balance should be above 20%. What that fund balance was set up for was to get them through incase the money stopped coming in. 20% wouldn't get them through a quarter of the year.

Moynihan questioned if he was looking at in the near future addressing this, he could bring this back, put it on the agenda for next month and a motion could come out of it for a resolution form to go before the County Board for these increases if that's his mindset. Miller responded yes but the other part of it came back to, when they were at the Human Services Committee budget hearing and they took money out of the CP fund balance, which was money that was put aside for the Family Care rollout, and it went to Family Services, this was only a small portion of that ordinance change. This would set up a fund balance for certain funds across the county that were specific. They don't have the numbers on all of it yet but he wanted them to start thinking about it, so they were aware ahead of time. Moynihan responded that this might be something for the next board. Miller stated he wasn't sure it would be done because there was a lot of stuff and when you look at the fund balance, they were trying to figure out when they do Family Care rollout. It was not something they were taking lightly and doing easily. There was a lot of digging and crunching numbers and trying to figure out projections of where they should be. This was information only.

Steffen felt a rainy day fund made sense and having it larger. They had to look at things in the way a person would look at it, the one big difference was, a person's revenue could change like that and a county was far less volatile. The one thing that he would say, just may be part of the discussion, maybe not, building up the reserve verses paying down more of the debt. In the Village of Howard they had zero general obligation debt. They saved and paid cash for every capital project, fire truck, etc. One of his thoughts as part of this discussion was putting money in the bank but still borrowing, he wouldn't understand that.

Miller stated that the one thing he wanted to point out, if they looked at Waukesha County, their debt ratio, they had 10-year bonds not 20-year bonds. They were paying it off a lot quicker which brought their debt ratio down significantly. They would like to do that but some of these were already projected out for 20-years and they can't just stop. Interest rate would be better and they would literally save millions of dollars.

Steffen and Moynihan thanked Miller stating it was very informative.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

18. Audit of bills.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Adjourn.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to adjourn at 6:15 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, December 16, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Corday Goddard, Adam DeKeyser

MEMBERS ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Rob Strong, Robyn Hallet, Stephanie Schmutzer, Charles Androsky, Pat Leifker, Nicole Tiedt, Yvette Tice, and Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 20, 2013, meeting of the Brown County Housing Authority

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the minutes from the November 20, 2013 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
P. Leifker reported that Integrated Community Solutions had collected 95 preliminary applications in November.
 - B. Unit Count
It was stated by P. Leifker that the Unit Count for November was 2,877.
 - C. Housing Assistance Payments Expenses
P. Leifker explained that the Housing Assistance Payments Expenses were \$1,144,521 in November.
 - D. Housing Quality Standard Inspection Compliance
M. Roberts reported that 346 inspections had been conducted in November. Of those 59.53% passed on the first evaluation, 15.61% passed on the reevaluation, and 24.86% failed the inspection.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Y. Tice explained that there were 293 port-outs with an associated cost of \$229,332. In the month of November ICS was underspent by \$5,248. FSS was underspent by \$5,863.
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
N. Tiedt reported that the FSS Program had a total of 77 clients in the month of November. For the same month, the FSS Program had 28 escrow accounts, one

graduate, and two new contracts. There were 65 homeownership clients during this period.

G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there were 19 VASH clients in the month of November, with zero added.

N. Tiedt stated that due to a positive reaction from the community towards the FSS program and the newspaper article recently published after the FSS Graduation Ceremony, an anonymous donor had provided a significant monetary Christmas gift for one of the FSS graduates.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were three new Langan investigations assigned in the month of November. Five previous investigations were closed, three were still active. There were 179 new applications processed, of which 176 were approved. Three applications were denied.

P. Leifker presented breakdowns of new investigations and applicants by municipality. He reported that the majority came from the City of Green Bay. Ashwaubenon represented the second largest originating municipality for new applicants.

A. Hartman inquired if the reason for this may be because Ashwaubenon has many apartments, to which M. Roberts clarified that this was correct. There are many apartments on Marvel Lane as well as on Holmgren Way.

M. Roberts directed attention to a breakdown of fail items for November. He reported that the majority were due to windows and electrical issues. A. Hartman asked if the failures of windows were due to the windows being loose. M. Roberts replied that a failure could be designated because the owner had not installed storm windows or if the windows are not opening as intended. In some cases, windows will not stay open and must be propped up.

A. Hartman inquired if the appliance failures were due to appliances not working as intended. M. Roberts clarified that a variety of issues could lead to an appliance being designated a "failure," including leaking seals and broken shelving.

OLD BUSINESS:

None

NEW BUSINESS:

3. Discussion and possible action on appointment of Interim Secretary/ Executive Director

The Authority thanked R. Strong for his service to the City and to the BCHA. R. Strong stated that due to the gap in leadership created by his retirement and the appointment of a new Executive Director, he was recommending R. Hallet for the role of Interim Director over the Authority until a permanent Executive Director is in place. R. Hallet inquired if the Mayor had made the decision if an Interim Director would be appointed. R. Strong stated that even if an Interim Director were appointed, R. Hallet's familiarity and knowledge of the programs and policies make her appropriate for directorial responsibilities over the Authority.

T. Diedrick expressed approval for this action and asked for a motion to appoint R. Hallet as Interim Director over the Authority until such time as a new Executive Director is in place. A. Dekeyser made the motion and seconded by A. Hartman. Motion carried.

4. Approval of Resolution #13-03 Approving Operating Budget

S. Schmutzer reported that HUD has requested that a resolution be approved for the Operating Budget. Official approval of the Resolution is required before submittal to HUD.

A. Hartman made a motion to approve Resolution #13-03 and seconded by A. Dekeyser. Motion carried.

5. Discussion and possible action on Depository Agreement with Nicolet National Bank

S. Schmutzer reported that HUD requires an agreement between the Authority and the depository.

A. Dekeyser asked what factors qualified Nicolet National Bank to act as the Authority's depository. R. Hallet explained that the decision had been made before S. Schmutzer's hire date, and that at the time the financial conditions at Nicolet National Bank were more favorable to the Authority than other financial institutions. A. Dekeyser inquired if the funds rolled up into Brown County as a whole or if it was kept separate. S. Schmutzer clarified that the BCHA is a separate entity with its own EIN number. As such, it is completely separate from Brown County.

A. Hartman made a motion to approve the Depository Agreement with Nicolet National Bank and seconded by C. Goddard.

A. Dekeyser asked how often our banking arrangements are reviewed. T. Diedrick suggested that it be reviewed on a two-to-three year basis. A. Dekeyser suggested that a biannual basis would allow the Authority to maintain a more favorable financial position with its acting depository.

C. Goddard made a motion to approve the Depository Agreement with Nicolet National Bank with biannual renewal, seconded by A. Dekeyser. Motion carried.

6. Discussion and possible action on Insured Cash Sweep account at Nicolet National Bank

S. Schmutzer explained that there are certain insurance requirements within the Authority's agreement with Nicolet National Bank. The Authority must approve an Insured Cash Sweep account in order to maintain proper FDIC insurance over deposited funds.

C. Goddard made a motion for approval of the Insured Cash Sweep account to insure the Authority's deposited funds with Nicolet National Bank, seconded by A. Hartman.

A. Dekeyser inquired if the Authority's current deposits were being insured to the level specified by the motion. S. Schmutzer explained that the Authority was changing the type of depository account to a Sweep account, which provides for the insurance. Motion carried.

INFORMATIONAL:

T. Diedrick expressed his desire for the Authority to continue meeting on the third Monday of every month. The Authority agreed to keep this meeting schedule until such time as a new Executive Director is in place.

BILLS:

T. Diedrick asked for a motion to approve the monthly bills. A. Dekeyser made the motion, seconded by A. Hartman. Motioned carried.

FINANCIAL REPORT:

A. Dekeyser inquired if the financial reports could be reconfigured to include a column which illustrated a year-over-year comparison. S. Schmutzer replied that the Quickbooks program does not allow this, but she may be able to devise a way to make it possible.

A. Dekeyser asked the negative amount of net income illustrated on the report would get reconciled at the end of the year. S. Schmutzer stated that the negative figure was partially due to the Authority overspending to utilize reserve funds.

STAFF REPORT:

A. Hartman inquired as to how long the gap between Executive Directors would be. R. Strong explained that the hiring process was in motion and a fair estimate would be March 2014; although the role could be filled sooner.

7. Date of next meeting: January 20, 2014

A motion was made by A. Dekeyser and seconded by A. Hartman to adjourn. Motion carried.

Meeting was adjourned at 3:30pm.

caa:RAH:jld

**ADMINISTRATIVE SERVICES DIVISION
2013 TO 2014 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
2. Administration			
Professional Services	100.032.030.5708	Financial consulting	17,874
Temporary Replacement Help	100.032.030.5706	Assistance during financial system implementation	39,900
			<u>57,774</u>
Fiber Connectivity to the NEW Zoo	421.022.XXXX	Continuation of project implementation	All funds
Time and Attendance Capital Project	422.032.XXXX	Continuation of project implementation	All funds
Financial System Capital Project	423.032.430.XXXX	Continuation of financial system implementation	All funds
Election Tabulation Capital Project	424.019.XXXX	Continuation of project implementation	All funds
12. Child Support			
All Accounts		Unspent Funds	All Funds
8. Human Resources			
Salaries Reimbursement	100.064.001.5109	Step appeals as the result of the wage comparability study	75,000
Office Supplies	100.064.001.5300.001	Purchase of specific PDF software that was in process	500
Books, Periodicals, Software	100.064.001.5330	Wage comparability information delayed until vendor was available	3,500
Professional Services	100.064.001.5708	Management training not accomplished in 2013	36,000
Administrative Fees	100.064.001.5751	Funds to professional services for wage comparability study	85,000
			<u>200,000</u>

Approved by County Executive:  _____

 Date: 2/17/14

These are the available funds at this time. They may be changed for any audit or adjusting entries.



**The Government Finance Officers Association
of the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Department of Administration
Brown County, Wisconsin



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date February 6, 2014

2014 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
14-05	1/20/14	Sheriff	Allocation of \$26,577 in homeland security grant funds for a bomb robot and an imaging x-ray device.	5	Approved 1/16/14	Y		
14-06	1/21/14	Human Services	Transfer of \$5,299 between accounts to purchase workstations for new CPS staff.	1	N/A	N	---	J260 No actual
14-07	1/24/14	Health	Transfer of \$3,000 between accounts to cover more lead training for the Sanitarians and Public Health Nurse.	3a	Approved 1/31/14	N	---	J362 No actual
14-08	1/24/14	Land and Water Conservation	Allocation of \$25,000 donation from The Nature Conservancy to continue work on the pike project area.	5	Approved 1/31/14	Y		
14-09	1/29/14	Land and Water Conservation	Transfer of \$475 between funds to cover additional unexpected advertising costs for the Agronomist position.	3a	Approved 1/31/14	Y		
14-10	2/7/14	PALS	Reestablishment of \$180,966 in fund balance for the Housing Community Development Block Grant Revolving Loan Fund program for 2014.	5	Approved 2/10/14	Y		
14-11	2/10/14	Human Services	Transfer of \$2,100,000 in income maintenance consortium revenues and expenses to the correct cost center.	1	N/A	N	---	J558 No actual
14-12	2/10/14	Human Services	Transfer of \$8,600 between accounts to cover a contracted support person for Affordable Care Act activities.	3a	Approved 2/10/14	N	---	J559 No actual
14-13	2/17/14	Human Services	Allocation of \$6,500 in emergency funding for two youth in the Independent Living program.	5	Approved 2/18/14	Y		

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT MILLER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

February 18, 2014

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: February Director's Report

Departmental Updates

Training

- County employees completed seven LocalGovU training courses in January. Three hundred eight (308) employees have been added to LocalGovU to take advantage of the training. WMMIC purchased 2000 more licenses since the Jail wants their employees to complete 2 courses each month.
- Fifty employee names were sent to Safety National to be uploaded on their system. This will be the test group for creating work instructions to assign and access training. Safety National offers 180 + safety related courses.

HIPAA

- The HIPAA Committee continues to meet every other week. The Notice of Privacy Practice and Aviso de Prácticas de Privacidad are ready to be posted on the website. Corporation Counsel advised the committee to develop a multi-part "Release of Information Request" form which will help clarify what information is being requested. Progress continues on the policy. The introduction has been approved. A number of the administrative, technical and physical safeguards are dependent on input from a representative from Technology Services.
- Technology Services developed a way to score the HIPAA training modules available on the web. Reports will be run quarterly and provided to department heads.

PCI Compliance

- New credit card terminals with the ability to read EMV (Europay, MasterCard and Visa) embedded chip cards were purchased to replace a number of our existing credit card terminals. With the number of compromised cards over the holidays throughout the country, there is a push for card companies to begin issuing these more secure cards sooner. The new chip technology must be in place by October 2015.

Project Implementation Updates

Logos – Financial Management

- The Financial Systems Project Team is working with the County Treasurers Office to implement Revenue Collection and Miscellaneous Billing. The County Clerk's Office implemented their processes during the first week of January 2014. The next department being designed is the Golf Course, which will be the first evaluation of integrations between the Point of Sales system and Logos. The Revenue Collection and Miscellaneous Billing modules will be developed on a Department by Department basis, and will include interface designs between various Point of Sales systems being utilized in the County.
- Planning and system training will begin on the Fixed Assets module the end of February 2014. This module entails an extensive data conversion process and is planned for implementation January 1, 2015.

- The Financial Systems Project Team implemented the Human Resource and Payroll system on 1/1/2013. Planning for implementation of the Benefit Administration module and Personnel Tracking will begin in March 2014.

Technology Services

- The network team is implementing new solutions for PC remote access, monitoring and maintenance and has targeted the system for implementation by May 1, 2014.
- The Department has instituted a Change Management process for network and server related changes that occur. This new process enables the department better monitoring of our infrastructure
- Equipment has been ordered for the Video Recording for NB Room 200 with installation scheduled for March 28th through April 4th
- The Department is continuing migration from Windows XP to Windows 7 to meet the April 8th, 2014 deadline that will place the Windows XP at end of life.
- The Department is working with the Airport for Network Time Synchronization Equipment. This has been ordered and is estimated for completion March 31, 2014.
- Equipment has been ordered for the Jail Juvenile Video Conferencing Project. Estimated completion date is March 31, 2014.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

Date: February 19, 2014

To: Administration Committee Members

From: Lynn Vanden Langenberg, Interim Human Resources Manager

Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR JANUARY 2014

Hires:

Full-Time:

Child Support Supervisor	1
Clerk II – CTC	1
Clerk II – Human Services	1
Director of Community Programs	1
Emergency Management Coordinator	1
Financial Supervisor	1
Highway Laborer	1
Hospital & Nursing Home Administrator	1
Lieutenant 5/2	1
Social Services Aide III - CPS	3
Social Worker/Case Manager	1

Limited Term/Seasonal/On-Call:

RN – Charge Nurse – on call	1
Student Intern – District Atty.	1

TOTAL HIRES: 15

Separations:

Full-Time:

Hospital & Nursing Home Administrator	1
Patrol Officer	1
Chief Deputy Clerk of Courts	1
Library Operations Manager	1
Public Health Nurse	1
Accounts Supervisor	1
Clinical SW/Pro Counselor/Case Mgr.	1
Operations Supervisor – Airfield	1
Correctional Officer	1

Part-Time:

Library Services Associate	1
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Limited Term/Seasonal/On-Call:

LTE Social Worker Supervisor	1
Extra Help Communications Supervisor	1
Student Intern – District Atty.	1

TOTAL SEPARATIONS: 13

CORPORATION COUNSEL OFFICE

MONTHLY REPORT JANUARY 2014

ADMINISTRATION: Discussion with Administration as to a letter from ASCAP regarding the County's use of music in its various departments and the need to obtain a license for the use of the music.

ADRC: Review the contract between ADRC and City of DePere. Discussion with City Attorney for the City of DePere regarding said agreement. Discussion with Barb West regarding the insurance coverage under the ADRC agreement with the City of DePere. Changes to Appendix A for the ADRC and City of DePere agreement involving insurance coverage to clarify duties.

AIRPORT: Discussion with Attorney Gary Wickert regarding open meeting and open record law and confidential documents. Second discussion with Gary Wickert on open records and research of statutes in that regard for financial disclosure information rules BCHA:

CLAIMS: Review the collateral consequences issue raised by John Miller's claim and petition filed for Habeas Corpus involving contesting his sentence as opposed to his conviction. As Mr. Miller is no longer in jail, there is no controversy and this matter will be moved for dismissal. Review the update on the action involving Larry Anderson's claim against the Circuit Court judges. In checking the Seventh Circuit's docket, the parties were placed on an expedited briefing schedule. Anderson filed his reply brief on January 3rd and it appears to concede that he has abandoned claims against the State and Brown County Circuit Court. Review Settlement Agreement and Release claim sent by attorney for Insurance regarding the Brown County Community Treatment Center claims. The State's brief responds on behalf of all defendants including "Brown County Circuit Court." The brief argues dismissal was proper because the claims against the State and Brown County Circuit Court were barred by Eleventh Amendment immunity, federal theories/doctrines against interfering with ongoing state judicial proceedings and otherwise failing to state a claim.

CONTRACTS: Further edits and review of the Kaseya Software contract, and discussions with Barb West as to changes made by Kaseya. Discussion with Finance Director regarding the County/City agreement for use of the City Council facilities. Discussion with Barb West regarding the Short term and Long term disability agreements for the County. Review and edit Integrated Imaging contract for Register of Deeds. Review and edit Sirius IBM maintenance agreements. Review and edit Jail contracts for Sheriff Department. Review the grant documents from the DOJ, Office of Crime Victim Services award to Brown County DA office to Stop Violence Against Women. Review grant agreement regarding Elder Abuse. Review Assignment of Option Agreement, Collateral Assignment of Option Agreement, and Consent, Attornment, Estoppel and Non-Disturbance Agreement regarding Great Lakes Calcium Corporation, Carol Garner and

Frederick Garner. Review Grant documents for Port and Resource Recovery for the disposal of unwanted prescription medications. Review Household Hazardous Waste Grant from Wisconsin Dept. of Agr., Trade and Consumer Protection for disposal of hazardous waste. Review and edit the insurance requirements for the ADRC contract with City of DePere for nutrition services. Review and revise SS Recycling Contract for Port and Resource Recovery and have numerous conversations to and from Barb West regarding the same. Review and revise Correctional Healthcare Corporation Contract. begin reviewing Watershed Liaison Agreement for Land Con with Great Lakes Commission, and numerous communications to and from Jim Jolly regarding the same.

CORPORATION COUNSEL: Discussion with staff attorneys regarding the possibility of interns in the office. Meeting with staff and possible intern for Corporation Counsel office for Spring 2014 semester. Complete time cards. Review budget for Corporation Counsel Office. Preparation for Executive Committee meeting and attendance at said meeting. Review and continue working on documents necessary for the adoption of a Record Retention Schedule for the County. Review documents on copyright licensing for use of music throughout Brown County Departments. Send out notice and inquiry to departments as to the use of music and possible copyright infringement issues. Discussion with Adam Bernander, Lead Child Support Attorney as to the monthly reports from his office. Discussion with Corporation Counsel for Manitowoc County regarding TPR attorney and procedures. Review one of four Corporation Counsel banker boxes containing various files for possible disposal. Review applications for interns for the Corporation Counsel office. Attend Executive Management meeting run by Brent Miller. Meeting for Performance Evaluation with County Executive. Interview applicants for Spring Semester internship for the office. . Draft closed session wording for Planning Development and Transportation Committee meeting.

COUNTY BOARD: Discussion with County Board Supervisor regarding County taxes. Research and discussion with the County Board Chair on the appoint process for elected officials. Discussion with County Board office as to Resolutions necessary for agenda including the Resolution supporting the protective status of the Correction officers and the Resolution entering into a labor agreement with the Sheriff Supervisory staff. Discussion with County Board chair on the resignation of an elected position and which committee agendas to notice said resignation. Review resolution authorizing county trunk highway jurisdictional revisions of STH 96, CTH MW, AND CTH D, in the Village of Wrightstown, Brown County. Review resolution authorizing county trunk highway jurisdictional revisions on county highway G (FERNANDO DRIVE) and W. Main Avenue, in the Village of Ashwaubenon, brown County. Review Resolution authorizing county trunk highway jurisdictional revisions on county highway EA AND S. Huron Road, in the Village of Bellevue, Brown County. Research Robert's Rules of Order to answer questions on procedure. Review various resolutions for the February County Board meeting. Review all committee reports and county board in preparation for county Board meeting.

COURTS: Review letter from Judge Walsh regarding Guardian ad Litem fees and Affidavits of Indigency

HEALTH DEPARTMENT: Research and respond to question as to Health Department Board members term limits and appointments. Review Oneida's response to partial waiver of Sovereign Immunity provision; Response to Barb West regarding the same; Explanation to County Executive regarding the same.

HIGHWAY: Review questions presented on equipment and bidding at the highway department. Meeting with Barb West as to questions that arose regarding bidding on contracts and the authority of the Highway Commissioner.

HUMAN SERVICES: Issue arose with a possible breach of information at Human Services. Discussion with Jeremy Kral as to the alleged breach. Follow-up discussion with Jeremy Kral confirming that the breach did not in fact occur. Regarding Economic Support, Teleconference with Jenny Hoffman regarding meeting of January 22, 2014 and upcoming meeting on Welfare Fraud prosecutions. Email communication to and from Sgt. Jossart regarding Welfare Fraud Ordinance. Review of governing statutes and DCF's welfare fraud policies and preferred processes. Pre-meeting with Jenny Hoffman and Bonnie DeBauche in anticipation of larger meeting. Attend larger meeting with DA, ADA, Jenny Hoffman, Bonnie DeBauche, Fraud Unit Investigators and their Supervisor.

INTERGOVERNMENTAL: Regarding Menominee County Removal Hearing. Telephone conference with Attorney Borowski regarding Menominee County Removal Hearing. Review emails from Attorney Henneger regarding the same. Review Chapter 17 of the Wisconsin Statutes and related case law in anticipation of attending Removal Hearing. Draft "Jury Instructions" and "Verdict" in anticipation of Removal Hearing. Teleconference with Attorney Henneger regarding the same. Travel to and from Menominee County to preside over Removal Hearing. Preside over Removal Hearing. Follow-up with Attorney Borowski thereafter.

LABOR: Discussion with Brent Miller regarding documents needed for arbitration on Correction Officers. Discussion with Attorney Geoff Lacy regarding arbitration on the Correction Officers. Discussion with Brent Miller on the labor contract for the Supervisory Staff at the Sheriff's Department. Discussion with Brent Miller as to meeting with Attorney Geoff Lacy. Review analysis of Kenosha Court case LaCroix v. Kenosha Unified School District regarding the constitutionality of Act 10, and whether the decision of Judge Colas had statewide effect. The court ruled that it did not have statewide effect, and applied only to those involved in the Dane County case, finding Act 10 constitutional.

LIABRARY: OWLS ISSUE. Follow-up with County Executive on collection matter against Outagamie.

OPEN RECORDS: Review and request information from Purchasing for an open records request. Review Open Records response as to damage claims received by the County for deputy sheriff's actions in their line of duty.

PALS (CDBG Program): Email communication to and from Aaron Schuette regarding receipt of Manitowoc's executed CDBG Multi-Jurisdictional Agreement and status of other member counties' execution of the same. Continued review of process for handling

a CDBG beneficiary loan default. Numerous electronic communications with Robyn Hallet regarding same. Draft Subrogation Agreement for Brunner File. Meeting with Aaron Schuette and Mead regarding same. Review governing provisions regarding signature delegation on loan documents. Draft document for County Executive to sign regarding the same.

PARKS: Review and edit letter requesting easement to access Brown County Golf Course property. Continued Communication with US Bank regarding Mortgage Release for property to be donated to County, and draft Deed in anticipation of February's Ed & Rec. Committee Meeting.

PLANNING: Discussion with Bill Bosiacki in zoning regarding the changes being made to Chapter 23 based on FEMA requirements. Revise and conform the Chapter 23 ordinance changes for County Board. Review second amendment to Cardinal Capital agreement extending the closing date.

PUBLIC WORKS: Research and respond to request on bidding under public works and the authority of the Highway Commissioner.

PUBLIC SAFETY COMMUNICATIONS: (Employment Matter): Respond to Inquiry from Cullen Peltier regarding a Garrity Issue. Follow-up with Cullen Peltier regarding an Open Records Matter.

PORT AND RESOURCE RECOVERY: Review Amended Settlement Agreement regarding Hobart's additional revisions in response to my initial revisions to the Amended Settlement Agreement with Port and Solid Waste. Communication to and from Dean Haen in follow-up thereto. Assess the proper approval process for said Amended Agreement. Communication to and from Dean Haen regarding the same. Finalize the Amended Agreement for purposes thereof. Review and approve a WDOT Harbor Assistance Resolution for inclusion on the PD&T agenda.

SHERIFF'S DEPARTMENT: Discussion with Attorney Brent Liebmann regarding a subpoena on an officer for discovery purposes. Discussion with Deputy Chief Todd DeLain regarding procedures as to OWI and police reports. Discussion with Captain Keith Deneys regarding procedures in discovery requests verse open records. Draft Resolution to classify Correction Officers as Protective Status. Review the 241 page document as to policies and procedures for healthcare for the Brown County jail. Review and edit indemnification clause for intergovernmental agreement and discussion with Captain Deneys on said changes to the clause.

SYBLE HOPP: Discussion with Syble Hopp school as to use of music in the school and the need for music licensing.

TREASURER: In Rem Foreclosure Evictions and prepare for adjourned Eviction Hearing; Follow up with Defendants and Attorney Sickel regarding the status of their files in anticipation thereof. Draft letter to Judge regarding the same. Numerous telephone conferences with Defendant, Rebecca Lutzen regarding eviction process.

LITIGATION UPDATE

GREEN BAY PROFESSIONAL POLICE AND BROWN COUNTY SHERIFF DEPARTMENT NON-SUPERVISORY LABOR ASSOCIATION ET AL. VS. CITY OF GREEN BAY AND BROWN COUNTY: In the process of mediation prior to Interest arbitration.

FORECLOSURES: Review court documents regarding the foreclosure on James C. Klein. Review the amended court documents on the Richard F. Muehrcke foreclosure. Review court documents of Findings of Fact, Conclusion of Law, regarding Cedric Brown foreclosure

LIEBERGEN: Liebergen Litigation/BOA. Prepare for meeting with members of the BOA and Matt Heyworth to discuss the Liebergen Remand. Attend meeting regarding the same. Subsequent teleconference with Attorney Motl regarding the same. BOA has till March 10th to submit supplemental information to Circuit Court on their Findings of Fact.

SMALL CLAIMS: Review and sign Summons and Complaints on twenty-two small claims actions county is initiating. Attend court hearing on 11 small claims prosecutions handled by the Corporation Counsel office involving two septic systems and nine library materials not returned.

GARDIANSHIPS/PROTECTIVE PLACEMENTS:

Civil Mental Health Commitments / Adult Guardianships / Protective Placements and associated work in Corporation Counsel Office

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 4
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 4-
- Temporary Guardianship hearings (Ch. 54): 4
- Scheduling Conferences for contested cases (Ch. 54/55): 2
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 1
- Status conference on GN case, GN deceased, wards location unknown: 1

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 2
- Brown County Settlement Agreements (Ch. 51): 9
- Door, Oconto and Marinette Probable Cause hearings (Ch. 51): 1
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 4

Judicial Hearings / Judge Walsh and Judge Zakowski:

- Brown County Probable Cause hearings (Ch. 51):
- Brown County Settlement Agreements (Ch. 51):

- Door, Oconto and Marinette – Probable Cause hearings (Ch. 51): 1 (Shawano resident detained in Oconto)
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 2
- Final Civil Mental Health hearings (Ch. 51): 6
- Civil Mental Health Extension Hearings (Ch. 51): 7
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 8
- Annual Protective Placement Review hearings (Ch. 55): 3
- Transfer to a More Restrictive Facility hearing (Ch. 55): 1
- Guardianship hearings (Ch. 54): 6
- Protective Placement hearings (Ch. 55): 6
- Hearing to Remove or Review Guardian Conduct (Ch. 54): 3

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony, etc.,
- Phone calls and e-mails with calls with public defenders and other attorneys,
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists,
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51),
- In person meetings with social workers,
- Phone calls with social workers,
- Text messages with social workers,
- Phone calls with witnesses,
- Phone calls with other employees,
- Phone calls with public,
- Phone calls with dept. supervisors or department heads,
- E-mails regarding cases,
- APS meeting: 6 hours,
- Subrogation: Sign stipulations, agree to settlements, respond and negotiate amounts paid with outside counsel, participate in mediations,
- Quarterly EM-1 meeting with representatives from local hospitals, police departments, sheriff's office, and Brown County social workers and department heads regarding on-going emergency detention procedure in Brown County,
- HIPAA research/analysis/procedures: On-going / meetings and drafting policy/ review of breaches, consultations with privacy officers and risk manager,
- Oneida Tribe of Indians issues: consultation with Oneida attorney and Kerry Blaney on tax bills / Storm Water assessment fees on Hobart tax bills / review of caselaw on Storm Water Assessments / / reviewing BIA decisions on what recent land in Brown County has been granted trust status,
- Preparation for WATTs jury trial, prepared Proposed Jury Instructions, Special Verdict and Motions in Liminie, argued motions at pre-trial hearing,
- Negotiation with State Public Defender's office on three cases in appellate stage regarding involuntary medication orders,
- Phone conference with WIMIC attorney regarding potential liability incidents,
- Meeting with Jeremy Krall and introductions to his new Deputy Director,

- Meeting at Brown County jail with head Ltd., Crisis staff, public defender's office and Brown County staff regarding recent cases and doing emergency detentions from a jail setting, tour of Fox Pod and Hotel Pod at Brown County jail, differences of services offered between those pods and Nicolet Hospital,
- Consultation with Administration Department regarding 2009 Bankruptcy of US Oil / SemCrude / done for Port and Solid waste, and issue of what to do with dividends and shares of SemCrude now owned by Brown County.

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

Pretrial Conferences: 16
 1:45 with Court Commissioner: 11
 Plea/Disposition Hearings: 19
 Status Hearings: 3
 extension/Perm Plan Review Hearings: 5
 Motion Hearing (Contested):2
 appointment with Social Worker: 17
 Discovery Requests filled: 36
 calls from Social Workers: 301
 calls with the Court: 46
 calls with outside Attorneys: 36
 calls with Witnesses: 15
 Case Review: 1
 HIPAA Meeting: 2
 Business Associate Agreement (Contract) Review: 1
 Childhood Advocacy Center Advisory Board Meeting: 1
 Internship Interview/Meeting: 3
 CHIPS Training with Ryan In Court: 1
 CHIPS Training with Ryan Out of Court: 1
 Vacation: 1 week
 Department Case Consult with Juvenile Justice: 1
 Statewide Meeting on Changes to Substantiation Process: 1
 Depositions: 1

TERMINATION OF PARENTAL RIGHTS (TPR):

Hearings

Juvenile Guardianship Termination Hearing	2
Trial Discovery – Deposition	1
CHIPS Plea Hearings	7
CHIPS Dispositional Hearing	1
Capias Hearing Status Hearing	1

Temporary Physical Custody Hrng	6
Hearing on the Petition	3
Permanency Planning Hearing	1
Pre Trial Hrng	1

Draft

Dispositional Revision Petition	1	
Juvenile Guardianship Petition	2	
Chapter 54 Guardianship Drafting	2	
Sustaining Care Petition	1	
Motion in Limine	1	
Jury Instructions	1	
Jury Verdict Forms	1	
TPR Final Orders	6	
Term CHIPS Order	4	
Guardianship Disp Orders	3	
Order to Transport Defendants	8	
Drafted Amended Petition	1	
Orders for Publication	5	
Amended Witness List	1	
Order for disclosure of 48 Confidentially		1
Order for Temp Visitation	1	
TPR Social Worker Meeting	22	
General Human Services Meeting	2	
Permanency Admin Review Meeting	2	

- Continued CHIPS training with Attorney Wagner (Both of us attending temporary custody hearings, plea hearings, dispositional hearings)
- Obtained jail visitation records for trial case
- Worked with Kelly C to make contact with El Bravo, a Mexican newspaper, to publish notice to a known deported father
- Worked with El Bravo, a Mexican newspaper, to publish and supply proof of publication
- Read Civil Procedure as it pertains to jury, discovery
- Read the No Merit Brief in MP Appellate case
- Training – CPS Appeals Meeting – DCF Children and Families
- Reviewed 54 Guardianships with Attorney Lindner, filing, drafting, statutes questions
- Read Maltreatment and Substantiation Handbook
- Work with El Bravo, a Mexican newspaper in Metamores, Mexico, to publish legal notice for a TPR case

Cardish Trial Preparation

- Discovery Meeting with K Kendorski – in response to a defense demand for discovery, went over materials the demand covers, a copying plan to obtain records, and schedule to deliver those records

- Meeting with probation officer to obtain records and information for trial preparation
- Discovery preparation – read through all documents, updated records from social worker, prepared exhibits
- Phone conference on status of the case, possible settlement, discovery questions

Kamps Trial Preparation

- Process and organize discovery
- Draft possible witness list
- Brainstorm theory of the case, theme – consult TPR handbook on mentally delayed parents



Child Support Agency Director Summary

February 2014

Performance Measures Comparisons

Federal Performance Measures	Brown FFY 9/30/13	Brown YTD 1/31/13	Brown YTD 1/31/14	YTD Improvement 2013 vs 2014	State Average	Brown vs. State
Paternity Establish Rate	107.15%		96.88%	1.18%	94.64%	+2.11%
Court Order Rate	89.88%	88.99%	89.36%		87.25%	+2.55%
Current Support Collection Rate	76.45%	76.25%	76.48%	+2.3%	72.58%	+3.90%
Arrears Collection Rate	68.87%	51.30%	51.46%		48.80%	+2.66%

As of January 31, 2014	Brown County 09/30/13	Brown County As of 1/31/14	Difference 2013 vs 2014	Statewide total	Brown % of increase in state
Caseload size	13,502	13,795	+293 or +2.1%	363,406	13%

Director Updates

STAFFING UPDATES

Mr. Brad Gajeski left his Economic Support position at Human Services to join our CS team on 2/17 as an **Enforcement Specialist**. He has a Bachelor's degree from UWGB in Business Administration and has been employed with Human Services since 2011. Previous to this, he worked at both Thrivent Financial for Lutherans and FedEx. Brad is quite familiar with the KIDS system as well as CWW. His knowledge of ES programs and their relationship to CS will be immensely helpful to him and our entire department as we move forward.

Ms. Kimberly Nicholls has also accepted an **Enforcement Specialist** offer. She, too, holds a Bachelor's degree from UWGB having majored in Psychology and Human Development. She has been employed as a Transportation Planner with Paper Transport. Previous to this, she was Freight Broker for over 6 years with Schneider National. Her ability to handle high volumes of work under stressful circumstances will serve her well in her new role.

Ms. Andrea Tinoco has accepted our offer of employment as the **Clerk I/Receptionist**. Andrea will begin her journey in Child Support on Monday, 2/24 and holds an Associate's degree, is a Certified Nursing Assistant and is bilingual (fluent in Spanish).

Ms. Brittany Harper joins our team as a **Clerk /Typist II** on Wednesday, 2/26. Brittany holds a Bachelor's degree from UW Green Bay and has been employed with Broadway Car Credit Center for many years. In her role, she performed many diverse administrative duties-the perfect background for our Clerk II position.

COOPERATIVE AGREEMENT UPDATES

The three 2014 agreements (FCC, Corp Counsel and Clerk of Courts) have all been written and forwarded to the respective county departments for review and signatures. Executed agreements are due to the

regional office by March 31, 2014 so that charges can be appropriately billed back to the state for IVD services rendered.

SPSK GRANT UPDATES

Site Lead & Partner Meetings – weekly teleconference meetings continue to occur with the state & Kenosha County. Brown County partner meetings continue regularly

Curriculum—currently conducting 4th round of parenting and employment services classes occurring during the 2nd and 3rd weeks of each month from 9am-2pm in room 200

Washington, DC Conference— Bonnie Defnet and Maria Lasecki to attend April 2nd-4th with BCS officials and the 7 other participating states/respective representatives

WORK GROUP UPDATES (some groups meet regularly, others only as needed)

Team (Together Everyone Achieves More) —new leads and new members are continuing to work on Policy and Procedure which will be published to W-drive. Focus is to improve performance measures as part of the agency's 2014 initiative

Website — new, revamped website will 'go live' in May 2014! NWTC intern currently doing behind the scenes building in conjunction with training thru Brown County IS department

Scanning (a/k/a Laserfiche) —IMMENSE progress has been made; courtesy of workgroup AND entire department!

- Pizza Purging Party resulted in purging completion for the entire caseload
- Meta-data entry to T's
- Bulk scanning thru M's
- Quick fields implementation occurring for ease of ongoing scanning
- 2 interns continue to render services for bulk scanning-a great help!

Clean Team—new team members welcomed and duties of group being reevaluated

Fun Shine— celebratory group is discussing next quarter birthdays as well as upcoming spring holidays

WOW— conducting a reevaluation of assigned duties for each unit to maximize staff time, avoid duplication of responsibilities and streamline workflow

Shooting for the Stars— new court order packets revisited to ensure information provided is current and if any additional information should be included. Focus is to improve performance measures as part of the agency's 2014 initiative

W: Drive— initial meetings currently focused on revamping shared drive for ease of use

LEAN UPDATES & HAPPENINGS

Child Support will be participating in a LEAN event focused on the intake process FOR IVD cases. Champion (Maria) and Team Leads (Amy Vann and Christina Connell) have met twice with facilitators (Kristy Warden & Paula Burkart) to plan and schedule the 1 ½ day event (March 19th and 20th). Project charter and SIPOC are both complete. Data is being collected and documented by our Intake Specialist for seamless, efficient event flow.

Maria is also participating in the Brown County LEAN Steering Committee "**LEAN Fundamentals for Local Government**" Training Conference as a facilitator for the VSM process with Judy Knudsen and Molly Hillmann. Weekly meetings with co-facilitators (for planning purposes) have been attended. Rachel Popp, CS Enforcement Specialist, will also serve as the Lead for the event assisted by Karen Ferry, CS Enforcement Specialist.

March 19, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION DESIGNATING
INTERIM TREASURER FOR BROWN COUNTY

WHEREAS, Brown County Treasurer, Kerry Blaney, as an elective county officer, has resigned his position with Brown County, effective Friday, March 14, 2014; and

WHEREAS, the position of County Treasurer is vital to the operation of Brown County and it is in the best interest of the County to have the treasurer position filled and the duties of the treasurer continued with little interruption; and

WHEREAS, pursuant to Wisconsin Statutes §59.25, in the absence of a County Treasurer, or in cases of a vacancy in said office, the duties of the Office of County Treasurer may be performed by the Deputy Treasurer until such vacancy is filled; and

WHEREAS, Mary Reinhard is the current Deputy County Treasurer, is familiar with the workings of the County Treasurer's office and is capable to serve as Interim Treasurer for Brown County; and

WHEREAS, the salary for the Interim Deputy County Treasurer shall be set at \$2,653.85 per pay period (Annual salary = \$69,000 divided by 26 = \$2,653.85) commencing on March 17, 2014; and

WHEREAS, Mary Reinhard as Interim Treasurer for Brown County shall serve until

such time as the vacancy is filled by a successor in a County election and said oath of office is administered for the County Treasurer position.

NOW THEREFORE BE IT RESOLVED, that the Brown County Board of Supervisors appoint the Deputy County Treasurer, Mary Reinhard, as Interim County Treasurer for Brown County, until the vacancy in the Brown County Treasurer position is filled through a Special Election and the successor takes the oath of office.

BE IT FURTHER RESOLVED, by the Brown County Board of Supervisors, that the Interim County Treasurer position shall be set at \$2,653.85 per pay period (Annual salary = \$69,000 divided by 26 = \$2,653.85) commencing on March 17, 2014.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the general fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

March 19, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING A SPECIAL ELECTION
FOR COUNTY TREASURER

WHEREAS, Brown County Treasurer, Kerry Blaney, as an elective county officer, has resigned his position with Brown County, effective Friday, March 14, 2014; and

WHEREAS, the position of County Treasurer is vital to the efficient operation of Brown County; and

WHEREAS, pursuant to Wisconsin Statutes §17.21, the County Board has authority to order a Special Election to fill vacancies in elective county offices to serve for the residue of the unexpired term of said vacant office; and

WHEREAS, pursuant to Wisconsin Statutes §17.21(3), “[I]f the county board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order.”

NOW THEREFORE BE IT RESOLVED, the Brown County Board of Supervisors orders a Special Election for a County Treasurer, and directs the Brown County Clerk to make all necessary arrangements in accordance with Wisconsin Statutes for said election to be held the Tuesday after the first Monday in November, that date being November 4, 2014.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the general fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____